**REMOTE PARTICIPATION MEETING CHECKLIST**

In Advance of Meeting

* All non-emergency items properly posted *at least* 48 hours in advance
* “Executive Order on Remote Participation” is posted with agenda
* All members received the same documents for meeting
* Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
* For meetings with public participation, encourage written public comments

Initiating Meeting

* Confirm that all Members are present and can hear each other
* Read Preamble to Remote Meetings
* Note materials for meeting available online through Novus or Town website for the public
* Introduce all members, staff, and persons on the agenda
* Cover “ground rules”

For “Zoom” Meetings

* Disable Chat Function for Participants
* Click “Record Meeting”
* Advise Participants that Meeting is Being Recorded
* Caution Participants About Screen Sharing

During Meeting

* Each speaker states their name before each presentation, comment, or question
* All votes taken by roll call
* Meeting Minutes reflect remote status

Technical Difficulties

* If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
* Keep accurate minutes noting any disconnections and reconnections of members